

Pub. Imp. _____
Govt. Gant. _____
Ever. _____
P. Hangs. _____
Pgs. 4
Filed: 11-4-03

Sponsored by: Carlson

First Reading: _____

Second Reading: _____

COUNCIL BILL NO. 2003 - 32

GENERAL ORDINANCE NO. _____

AN ORDINANCE

1 AMENDING Article II, Salary Ordinance of the Springfield Administrative Code, relating to salary rates
2 and pay grades for various job titles within the City service as contained in the Professional,
3 Administrative and Technical (PAT) salary schedule, by making provision for one new job
4 title.
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6
7

8 BE IT ORDAINED BY THE COUNCIL OF THE CITY OF SPRINGFIELD, MISSOURI, as follows:
9

10 Section 1 - That Article II, Salary Ordinance of the Springfield Administrative Code, relating to
11 various salary rates and pay grades for various job titles within the City service as contained in the
12 Professional, Administrative and Technical (PAT) salary schedule, is hereby amended by adding the
13 following job title:
14

<u>Classification</u>	<u>Grade</u>
Planning and Development Manager	PAT-13

19 Section 2 - This ordinance shall be in full force and effect from and after passage.
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21
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23 Passed at meeting: _____
24
25

26 _____
27 Mayor
28
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30 Attest: _____, City Clerk
31
32

33 Approved as to form: Carl S. Yoder, Asst., City Attorney
34

35 Approved for Council action: Frime, City Manager
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Aff. Agcy. Not.	<u>Yes</u>
Emergency Required	<u>No</u>
P. Hrngs. Required	<u>No</u>
Fiscal Note Required	<u>No</u>
Board Rec. Required	<u>No</u>

EXPLANATION TO COUNCIL BILL NO. 2003-

ORIGINATING DEPARTMENT: Planning and Development Department & Human Resources

PURPOSE: Establishing one new job title.

BACKGROUND: The reorganization of the Planning and Development Department will result in three program areas with managers that will report directly to the Director. There will not be an Assistant Director. A Planning and Development Manager job title needs to be established to accomplish the reorganization. There will be two Planning and Development Manager positions each of which will manage one of two program areas of the Planning and Development Department. The program areas are:

1. *Planning and Zoning Office*, which is made up of the divisions of *Planning Services* and *Zoning and Subdivision Services*; and
2. *Neighborhood Conservation Office*, which is made up of the divisions of *Neighborhood Conservation Planning* and *Neighborhood Conservation Implementation*.

The third program area is the *Economic Development Office*, which will be managed by the existing Economic Development Director.

REMARKS: The Planning Department and Human Resources request that this Council Bill establish the Planning and Development Manager job title at the PAT-13 salary grade. The existing Assistant Director of Planning at the PAT-14 grade level will not be filled. There will not be an increase in the number of FTEs as a result of the reorganization. The implementation of this change will result in a savings of approximately \$9,000 for fiscal year 2003-2004.

Submitted by:

John Rogasch
Planning and Development Department

Shel R. Marx
Director of Human Resources

Approved by:

Anna
City Manager

**DRAFT JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Planning & Development Manager</u>
Sch. & Grade	<u>PAT-13</u>
Class Code	<u></u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u></u>

PRIMARY PURPOSE:

Serves as a manager in one of two program areas of the Planning and Development Department. Program areas include the:

1. *Planning and Zoning Office*, which is made up of the divisions of *Planning Services* and *Zoning and Subdivision Services*; and
2. *Neighborhood Conservation Office*, which is made up of the divisions of *Neighborhood Conservation Planning* and *Neighborhood Conservation Implementation*.

SUPERVISION:

Under the general supervision of the Director of the Planning and Development Department; supervises and leads staff in assigned program area as well as assigned administrative support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the activities of an assigned program area of the Planning and Development Department.
2. Serves as principal assistant to the Director of the Planning and Development Department within assigned program area.
3. Serves as principal staff person in coordinating with the City Manager and City Council on the development and implementation of assigned City and program area projects and programs, includes regularly facilitating City-wide initiatives.
4. Supervises and participates in the development and implementation of City and departmental policy; advises the Director of policy issues in assigned program area including making recommendations and decisions when appropriate.
5. Supervises and participates in the preparation, update, and maintenance of elements of the Master Plan related to assigned program area.
6. Monitors various related governmental legislative, fiscal and regulatory activities.
7. Coordinates Planning and Development Department services and activities with other city departments and other local, regional, state and federal agencies or governments, and fosters a cooperative relationship.
8. Represents the department through preparing and delivering informal and formal presentations to civic groups, neighborhoods, and community members as part of the department's commitment to working with the community.
9. Establishes and communicates clear goals and objectives for assigned program area, which is consistent with overall departmental goals, and promotes team efforts through a continuous quality improvement environment.
10. Directs assigned personnel, evaluates their performance, and provides training and development as appropriate.
11. Serves as Director of the Planning and Development Department as assigned in the Director's absence.
12. Prepares and submits written reports as required; prepares ordinances, resolutions and contracts.
13. Supervises and participates in the development and implementation of long-range planning for assigned program area including reviewing and evaluating work products, methods, and procedures as well as forecasting needed staff, equipment, materials and supplies.
14. Prepares and manages assigned program area budget.

IMPORTANT FUNCTIONS:

1. Attends workshops, conferences, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Comprehensive knowledge of principles, methods, regulations, regulatory devices and procedures regarding municipal planning, zoning or neighborhood conservation issues as necessary for assigned program area; computer software applications; modern management techniques.

Abilities

Effectively develop, organize, lead and manage program activities; utilize sound, independent judgment in making recommendations, policy formation, etc.; prepares and presents clear and comprehensive written reports; read, understand, and effectively analyze a variety of information; follow oral and written instructions; communicate effectively both verbally and in writing; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with associates, City Council, government agencies, other departments and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited four year college or university with specialization in Urban Planning, Geography, Public Administration or related field, plus four years of responsible work experience of which at least one year has been in a supervisory capacity. Some experience in zoning and subdivision review or neighborhood conservation, depending on program area assignment, is desirable. A Master's Degree in a related area may be substituted for one year of the required work experience; directly related professional experience may be substituted for the formal education requirement on a year-for-year basis.

Physical Requirements

Pushes and pulls up to 25 pounds; must be able to hold and grip objects; must have the ability to operate a computer keyboard and/or mouse.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

American Institute of Certified Planners (AICP) membership is desired, but not required.

Miscellaneous Requirements

Attend required evening meetings. If operating a motor vehicle for the purposes of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Last Revision:	GENERAL ORDINANCE NO.
Comments:	Date

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____